

# **KUMASI TECHNICAL UNIVERSITY**



## **LEAVE POLICY**

**October, 2020**



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## **1.0 Preamble**

Kumasi Technical University is committed to the welfare of its employees and recognizes the need to give them the opportunity to rest after long periods of working, to upgrade their knowledge and also attend to urgent issues outside the work environment.

To achieve this objective the University shall grant the following leaves:

- i. Annual leave
- ii. Casual leave
- iii. Study leave
- iv. Examination leave
- v. Sabbatical Leave
- vi. Leave of absence
- vii. Sick leave
- viii. Compassionate Leave
- ix. Maternity leave
- x. Secondment

## **2.0 Annual Leave**

- i. An employee of the institution shall be entitled to an annual leave after serving the institution for a period of twelve calendar months. The leave year will be the same as the financial year, which is from 1<sup>st</sup> January to 31<sup>st</sup> December.

- ii. To request for annual leave, employees will complete an annual leave form from the Registry which is submitted to their Heads of Department for approval and then forwarded to the Registrar.

Annual leave will be booked in advance but the granting of such leave shall be at the discretion of the Head of Department.

- iii. Annual leave for a particular year may not be carried forward to the next unless in exceptional circumstances, and with the written approval of the Registrar on the recommendation of a Head of Department.
- iv. On the recommendation of the Head of Department, the Registrar may require an employee to interrupt his/her leave to discharge any duty or to undertake any courses of instruction. The remaining portion of the leave will be taken at a later date convenient to the department and the total cost of transportation to regular abode will be paid.
- v. Subject to modalities laid down by the institution, any sick leave granted by a registered medical practitioner and certified by the institution's Medical Officer to an employee will not be computed as part of the annual leave.
- vi. Annual leave will not be accumulated beyond two periods. Accumulated leave will not be paid.
- vii. Staff must receive their leave letters before they can proceed on leave.

The number of days granted for annual leave shall be based on the rank of the employee as presented in Table1.

Table 1: Annual leave for various categories of staff

<b>Rank</b>	<b>Number of Days</b>
Senior members	45 working days
Senior Staff	42 working days
Junior Staff	35 working days

- viii. Staff shall be granted leave for the current year only and not the ensuing years.
- ix. Public holidays that fall within a leave period shall not be regarded as part of the leave.
- x. An employee who overstays his/her leave without prior approval shall be treated as absenting himself from work without permission and shall be disciplined accordingly.
- xi. Any employee who wants to change his/her leave date shall notify the Registrar in writing through his/her Head of Department.

### **3.0 Casual Leave**

- i. An employee may apply in writing through the Head of Department for casual leave to enable him/her attend to his/her urgent personal affairs ONLY when they are not entitled to annual leave or where annual leave has been exhausted.
- ii. The Registrar may grant up to 10 (ten) working days casual leave in a year.
- iii. Casual leave will be granted within the maximum period permitted, in one or more spells.

## **4.0 Study Leave**

- i. The Scholarship and Staff Development Committee may grant study leave normally up to four years upon an application by an employee. The study leave is available to all employees for periods of formal training which may qualify them for higher degrees.
- ii. After study leave, the member concerned is required to return to the service of the University.
- iii. Depending on the type of study leave, an employee shall be bonded according to the period indicated in the Staff Development Policy.
- iv. A master's degree holder appointed Assistant Lecturer/ Junior Assistant Registrar or Lecturer/ Assistant Registrar, who is pursuing a part-time programme leading to a higher degree within his/ her discipline, may be granted study leave with pay. Since the programme would be on part-time basis, the applicant and his/her Head of Department would be required to ensure that his/her schedule of work is programmed to accommodate his/ her studies.
- v. If the employee is not able to complete his/her programme by the stipulated period, he/she can apply for extension of the Leave through his/her Head of Department for approval by the Scholarship and Staff Development Committee.
- vi. An employee asking for extension after the stipulated period after the programme shall in addition to the application of the extension, submit a formal letter from his/her academic supervisor or the Institution.



## 5.0 Examination Leave

- i. Examination leave will only be granted when permission to pursue a programme of study is sought and granted before the programme is undertaken.
- ii. An employee who is an examination candidate may, on application supported by the examination time-table through the Head of Department to the Registrar be granted leave to sit for the examination. The candidate may be granted up to four (4) working days' leave in addition to the number of days required by the examination timetable. The extra days granted will not be deducted from annual leave.
- iii. For other examination not approved by Management, a casual leave will be granted at the Registrar's discretion.
- iv. An employee writing examination may be required to schedule his/her annual leave to coincide with the period of the examination. However candidate shall require prior approval from the Vice-Chancellor.

## 6.0 Leave of Absence

Where the employee does not qualify for a study leave with pay, he may apply for a leave of absence without pay.

An employee who has served for a minimum of four (4) years may on application through his/her Head of Department, be granted leave of absence without pay for a period of up to 12 months. This leave may be extended in exceptional cases for a period of up to 24 months beyond which the employee must resign his/her appointment.

If the granting of leave of absence or its extension is not in the best interest of the University, it shall be denied.

An employee who has served for more than one year but less than four years may on application through his/her Head of Department be granted leave of absence without pay for a period up to six (6) months. This leave may be extended in exceptional cases up to twelve (12) months, beyond which the employee must resign.

A period of leave of absence without pay will not be taken into account in computing any gratuity that might arise from the incidence of death during that period.

This period of absence is not considered as a period of service to the University, hence employees on such leave will not be covered by benefits from any Insurance Policies of the University.

A senior member on leave of absence shall undertake to return to the service of the University for at least a period equivalent to the duration of the leave.

A senior member who does not return directly to the service of the University after the leave shall be deemed to have vacated his/her post, unless he/she has resigned/retired in accordance with these regulations and the letter of grant.

A person who returns from study leave will have to execute his/her bond before he/she can be granted leave of absence.

## **6.1 Leave of Absence for participation in politics**

- i. Subject to the exigencies of a Department, a member of staff may be granted leave of absence without pay for a period not exceeding six (6) months to enable him/her to campaign for elections to Parliament/seat of president.

- ii. On election to Parliament, a member of staff may be granted a further Leave of Absence without pay to enable him to pursue Parliamentary duties for the duration of Parliament.
- iii. If a member of staff wishes to remain in Parliament beyond the life of one Parliament, then he/she shall resign his appointment in the Kumasi Technical University.
- iv. Regulations i-iii shall also apply when a member of staff is appointed a Minister of State.
- v. Request from Government for the secondment of a member of staff to a state institution may come only from the Office of the Head of State or Government. In addition, it will be the responsibility of the member of staff concerned to apply personally to the University for such a secondment.
- vi. A member of staff on secondment to take up a full time office in the Government or the State shall vacate his bungalow within six months of his secondment.
- vii. During this period of six (6) months, he shall pay the normal rent. Beyond this period, he may continue to stay in the house for only one year, during which he shall pay the full economic rent.

## **7.0 Sabbatical Leave for Senior Members**

- i. A sabbatical leave is to enable employees pursue research or to undertake new courses and/or to retrain fresh areas of academic activity. This is to lead to the development of their career.

- ii. The University shall satisfy itself that the sabbatical leave will ultimately be to the advantage of the University before approval is given.
- iii. The University will grant senior members one-year sabbatical leave with pay after a minimum of six (6) years continuous service, with the guarantee that their job will be held open for them when they return.
- iv. Employees on sabbatical leave will be relieved from their normal departmental teaching and administrative duties.
- v. Employees will be required to return to the service of the University for at least two academic years after such leave.
- vi. A two-year sabbatical leave with pay may be granted after 10 years continuous service and employees will be required to return to the service of the University for at least three academic years immediately after such leave.
- vii. Employees may be granted a year's leave of absence without pay after a sabbatical leave.

## **8.0 Sick Leave**

- i. Sick leave shall be granted to staff on submission of an excuse duty form signed by a certified medical practitioner. In case of an emergency, an excuse duty form from a recognized hospital certified by the University's Medical Officer would be acceptable.
- ii. It is the duty of Heads of Department with the help of the University Medical Officer to ensure that no employee is

retained on duty when his/her state of health requires that sick leave is granted or medical care is needed.

- iii. An employee placed on a sick list will be regarded as absent on sick leave.
- iv. The maximum period of sick leave which an employee may be granted on full salary and on half salary is given in Tables 3 and 4.

Table 3: Normal Sick Leave

<b>Number of years in service</b>	<b>Maximum period on full salary</b>	<b>Maximum period on half salary</b>
Employee with more than three (3) years continuous service	Six (6) months	Six (6) months
Employee with more than one (1) year but less than three (3) years continuous service	Four (4) months	Four (4) months
Employees with less than one (1) year but more than six (6) months continuous service	Two (2) months	Two (2) months

**NOTE:** *The provisions in the Public University Conditions of Service supersedes this.*

Table 4: Sick leave as a result of an Accident on the Job

<b>Number of years in service</b>	<b>Maximum period on full salary</b>	<b>Maximum period on half salary</b>
Employee with more than three (3) year continuous service	Twelve (12) months	Six (6) months
Employee with more than one (1) year but less than three (3) years continuous service	Ten (10) months	Five (5) months
Employee with less than one (1) year continuous service	Six (6) months	Three (3) months

**NOTE:** *The provisions in the Public University Conditions of Service supersedes this*

If by the expiry of the maximum period of sick leave and the employee is unable to resume work, such appointment may be terminated on medical grounds. However, if the employee can be assigned to another unit by the institution, it shall do so.

- v. An employee who is incapacitated as a result of injury sustained in the course of his work, in addition to the above, will be entitled to compensation in accordance with section 7 of the Workmen’s Compensation Law 187 (PNDC Law 187) or any subsequent amendment thereof.
- vi. In every case of absence from work on the grounds of illness, a certificate from any recognized or registered medical practitioner will be furnished to the Registrar through the Head of Department as soon as possible.

- vii. The Vice-Chancellor has the authority to approve extension of sick leave in exceptional circumstances.
- viii. Sick pay may be stopped or not payable where sickness arises from or is attributable to the individual's own doing and where the individual's conduct is preventing full recovery.
- ix. The University can at any time require individuals unable to perform their duties as a result of illness to submit to an examination by a Medical Practitioner nominated by the University. This includes case of prolonged or frequent absences.
- x. Temporary employees engaged by the University shall be given half of the normal sick leave and accident sick leave enjoyed by permanent employees who have worked less than one year in the University.

## **9.0 Compassionate Leave**

The University shall grant compassionate leave not exceeding ten (10) working days in any calendar year in exceptional circumstances to an employee to enable him attend to special emergencies such as death of parent(s), spouse and/or child. This shall be granted only after the employee has fully utilized all his/her outstanding annual leave.

## **10.0 Maternity Leave**

This is applicable to employees who have completed their probationary period.

- i. On becoming pregnant, a female employee shall be granted three (3) months maternity leave with full

salary after delivery. At least six weeks of the maternity leave, if possible, are to be taken before confinement, on production of a certificate signed by a recognized Medical Officer or a registered Medical Officer stating that her confinement may be expected to take place six weeks after the date of the certificate.

- ii. On the expiry of maternity leave, if the University Medical Officer or a registered Medical Practitioner certifies that the employee concerned is not fit to resume duty, she shall be granted an extension of the maternity leave up to three months.
- iii. Maternity leave will count towards a retiring award.
- iv. A female employee on returning to duty after maternity leave may be given afternoons off for a continuous period of twelve (12) months from the date of birth to nurse her baby.
- v. Nursing mothers who run shift will be placed on daytime duty as far as possible.
- vi. Maternity leave without pay may be granted to female employees who are not qualified for paid maternity leave.
- vii. A total of four (4) months maternity leave shall be granted for an employee who delivers twins.
- viii. Female employees should complete their probationary period before they would be entitled to maternity leave.



## 10.1 Procedure for Maternity Leave

- i. Employees shall submit to the Head of Department, a medical certificate signed by registered Medical Practitioner, stating the expected date of delivery.
- ii. Employees shall apply for maternity leave through their Head of Department and the Head of Department shall forward all relevant documents to the Registrar.
- iii. The Registrar shall write to employee indicating whether the leave has been granted or not.
- iv. In case the leave is not granted, the Registrar shall write to the employee indicating the reasons for not granting the Maternity Leave.
- v. Staff going on maternity leave shall submit handing over notes to their Head of Department before proceeding on leave.

## 11.0 Secondment

- i. A Senior Member who wishes to be seconded to an institution should have the said institution write formally to the Vice-Chancellor requesting and making the case for the secondment. The Senior Member is also required to write to the Vice-Chancellor at the same time requesting for the said secondment.
- ii. The University will then satisfy itself that the secondment will ultimately be in the interest and to the advantage of both the Senior Member and the University.
- iii. If there are no reasons to refuse the secondment, an approval letter will be issued by the Vice-Chancellor,

stating the duration of the secondment and any other terms associated including any payments required to be made by the Institution to the University in order to reintegrate the seconded Senior Member.

## **12.0 Handing Over Notes**

- i. An employee proceeding on leave shall be required to hand over, in a proper manner, his/ her duties together with any document, tool, equipment or office imprest (if applicable) to his or her reliever through the Head of Department. A copy of the handing over notes shall be forwarded to the Head of Department.
- ii. The Head of Department shall take inventory with the employee, review and accept the written handing over notes.
- iii. The Head of Department should hand over the duties, functions and tools to the reliever.
- iv. Both employee and reliever shall sign the handing over notes after completing the exercise.
- v. Copy of the handing over notes shall be forwarded to the Dean or Registrar.